



Procedures Manual

Residence Hall Door Access

Number: SS-416

Policy Number (if applicable):

Office of Primary Responsibility: Student Affairs

Effective Date: August 2021

Revised Date: August 2024

Purpose:

Hocking College is committed to the safety of students, faculty, staff, and the community. Lost keys/combination codes create a safety risk. This procedure establishes guidelines for maintaining the essential operations for the College to ensure safety and security in the Residence Halls.

Procedures:

Main Campus Residence Halls

Lock Out

1. **Contact a Roommate:** Student must contact roommate to gain access to room to retrieve key.
2. **Seek Assistance from Hocking College Police Department (HCPD):** Visit the HCPD office and request assistance. HCPD will verify that the student is a current occupant of that room, escort students to room, and to unlock the door.

Lost Key

1. **Report Lost Key:** Students must report a lost key to the Housing Office during business hours. Housing staff will provide a Cashier's Form to start the replacement key process. After hours, students must follow Lock Out steps.
2. **Key Replacement Fee:** A \$200 fee is required for key replacement. Full payment must be made before a new key and core replacement are issued. A new key will also be provided to both occupants, if applicable.
3. **Repeat Offenses:** HCPD will file an incident report for multiple lost keys within an academic year. This constitutes a violation of the Judicial Code of Conduct and may result in disciplinary action. Each subsequent lost key incident incurs a \$200 replacement fee.

Room Change

1. **Approval Process:** Room changes are granted only in exceptional circumstances and require approval from the Vice President of Student Affairs. Issues with roommates will be addressed through mediation facilitated by the Vice President of Student Affairs or his or her designee.

2. **Approved Room Change:** Upon approval, the student and HCPD will receive an email containing room change details and a deadline for completing the move. Requests for extensions must be submitted to the Housing Office (housing@hocking.edu) before the designated deadline. Failure to meet the deadline will result in an incident report filed by HCPD. This constitutes a violation of the Judicial Code of Conduct and may lead to disciplinary action.
3. **Key Exchange:** Prior to moving into the new room, the student must visit HCPD to receive a key for the new room.
 - a. **Old Key Return:** Student must return the key to old room assignment no later than one hour after the deadline for completing the move.
 - b. **Key Receipt:** Student will receive a receipt as confirmation of key return for old room assignment.
 - c. **Old Key Non-Return:** Failure to return the old key will result in a \$200 charge for a new key and core replacement.
 - d. Lost keys require full payment before replacement of the core and issuance of a new key (see "Lost Key" procedure).
4. **Completion Notification:** Once the move is complete, the student must notify the Housing Office to finalize the room change process. Student must include that he or she has returned the old room key.

Early Move Out

1. **Notification to Housing Office:** Students checking out of Hocking College Residence Halls prior to the end of the semester must notify the Housing Office at housing@hocking.edu. The notification should include the date and time of checkout and the reason for the early departure, such as a withdrawal.
2. **Removal of Personal Belongings:** Students must collect and remove all personal belongings from the residence hall room. Any property left in the dorm room for 30 days is considered abandoned. (Refer to the Housing Contract for terms pertaining to abandoned property.)
3. **Return of Room Key:** The student must return the room key to the Hocking College Police Department (HCPD) by the date and time specified in step one. Failure to return the key by the deadline will result in forfeiture of the security deposit, and deposit will not be returned.
4. **Key Receipt:** HCPD will issue a receipt to the student for the returned room key. The student should retain the receipt for his or her records.
5. **Notification to Housing Office:** HCPD will notify the Housing Office that the student has returned the room key.
6. **Refund Policy:** The refund policy can be found at <https://www.hocking.edu/the-cashiers-office#refund>.

End of Semester Move Out

1. **Key Return:** The student must return the room key to the designated HCPD location.
2. **Key Receipt:** The student will receive a receipt as confirmation of key return. This receipt should be retained by the student for his or her records.
3. **Key Non-Return:** Failure to return the room key will result in forfeiture of the room deposit, and it will not be returned.

Summit and Sycamore Residence Halls

Combination Code

1. **Combination Code:** Summit and Sycamore residence halls employ combination codes for room entry. Students receive his or her code during check-in. Each student is allowed one free combination code change. Subsequent changes incur a \$25 fee.
2. **Combination Change Restrictions:** The Housing Office will file an incident report for excessive combination code changes, which is considered a violation of the Judicial Code of Conduct and may result in disciplinary action.

Lost Mailbox Key

1. **Request for Replacement Key:** Students who have lost his or her mailbox key must visit the Housing Office to request a replacement. The student's residency in the dorms will be verified.
2. **Key Replacement Fee:** A \$25 fee is required for a replacement mailbox key. Payment must be made in full before the key is issued.
3. **Repeat Offenses:** Repeated loss of mailbox keys throughout the academic year will result in an incident report filed by the Housing Office. This is a violation of the Judicial Code of Conduct and may lead to disciplinary action. Additionally, a \$25 fee will be charged to the student's account for each subsequent lost key.

Room Change

1. **Approval Process:** Room changes are granted only in exceptional circumstances and require approval from the Vice President of Student Affairs. Issues with roommates will be addressed through mediation facilitated by the Vice President of Student Affairs or his or her designee.
2. **Approved Room Change:** Upon approval, the student and HCPD will receive an email containing room change details and a deadline for completing the move. Requests for extensions must be submitted to the Housing Office (housing@hocking.edu) before the designated deadline. Failure to meet the deadline will result in an incident report filed by HCPD. This constitutes a violation of the Judicial Code of Conduct and may lead to disciplinary action.
3. **Obtaining New Room Code:** A new room code will be provided by the Housing Office.
4. **Completion Notification:** Once the move is complete, the student must notify the Housing Office to finalize the room change process.

Early Move Out

1. **Notification to Housing Office:** Students checking out of Hocking College Residence Halls prior to the end of the semester must notify the Housing Office at housing@hocking.edu. The notification should include the date and time of checkout and the reason for the early departure, such as a withdrawal.
2. **Removal of Personal Belongings:** Students must collect and remove all personal belongings from the residence hall room. Any property left in the dorm room for 30 days is considered abandoned. (Refer to the Housing Contract for terms pertaining to abandoned property.)
3. **Notification to Housing Office:** Student will notify the Housing Office that he or she has moved out of the room.
4. **Refund Policy:** The refund policy can be found at <https://www.hocking.edu/the-cashiers-office#refund>.

End of Semester Move Out

No action is needed as Summit and Sycamore dorm rooms use access codes.